

Idaho Master Naturalist Program



Volunteer Handbook and Policy Guidelines

Revised 11-2011

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Idaho Master Naturalists.

This document is for you. Please read it carefully so you fully understand the program, how it works, and how you fit in. It is your responsibility to know the information in this document. Please contact your chapter leaders or the State Coordinator if you have any questions or concerns.

What is the Idaho Master Naturalist Program?

The mission of the Idaho Master Naturalist Program is to develop a corps of well-informed volunteers to actively work toward stewardship of Idaho's natural environment.

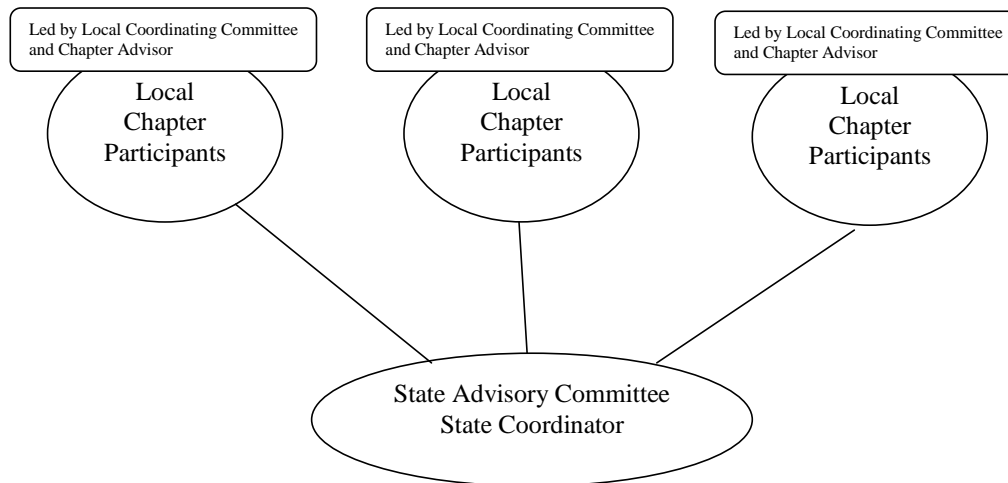
At the state level, the Idaho Master Naturalist program is sponsored by **Idaho Department of Fish and Game**. Partnerships at the local level are encouraged and might include other public agencies, as well as private organizations whose interests are within the boundaries of the program. The Idaho Department of Fish and Game is not required to be a local partner.

The goals of the program are as follows:

1. Increase public knowledge of natural resources, ecology, conservation, and natural resource management.
2. Enhance existing efforts toward conservation in Idaho.
3. Create and foster partnerships between natural resource agencies, organizations, and citizens.

The Idaho Master Naturalist Program exists as a collection of local programs (chapters) that adhere to a set of objectives, procedures, and minimum requirements set at the state level. The State Advisory Committee is comprised leaders from all the program chapters. The State Advisory Committee sets the minimum standards and curriculum requirements of the statewide program.

Idaho Master Naturalist volunteers receive education and are certified at the local level through their respective chapters. Each local chapter will be provided at least one advisor from a natural resource agency or organization to ensure that chapters maintain a working relationship with the statewide program and adhere to its principles and guidelines.



Who Is an Idaho Master Naturalist?

An Idaho Master Naturalist (IMN) is an individual who, after receiving specialized education, actively works toward stewardship of Idaho's natural environment for the required amount of time.

Certified Idaho Master Naturalist A volunteer participant of an official class or previous Certified Idaho Master Naturalist who has successfully completed chapter education and certification requirements, including continuing education and volunteer service requirements, during the current or past calendar year.

How May The Title Be Used?

After completion of the requirements to become an Idaho Master Naturalist volunteer, the official title shall be Certified Idaho Master Naturalist (CIMN). Use of this title is a privilege, and this title is to be used only by individuals trained as an IMN while volunteering under the auspices of the program. This relationship should be clearly stated in nametags, signs, etc.

The Idaho Master Naturalist program is a public service program operated to provide accurate, unbiased natural resources information and education and/or accurate data collection. The Idaho Master Naturalist title **may not** be identified with any particular political viewpoint and **may not** be used by groups or individuals as they participate in political advocacy. The title is to be used **only** when doing unpaid volunteer work associated and approved by the program. Any implied commercial endorsement resulting from use of the IMN title is improper. Therefore, the title may not be used for commercial publicity or private business. Participating in a commercial activity, association with commercial products, or giving implied IMN endorsements to any product or place of business is a violation of IMN policies. IMNs may only identify themselves as such while volunteering in conjunction with official/approved IMN programs or activities, NOT for business or personal gain.

IMN education and experience may be given as qualifications when seeking employment; however once employed, credentials may not be displayed by the IMN or the employer.

Violation of the policy concerning the use of the title of Idaho Master Naturalist is grounds for removing the certification or membership of an offending member or grounds for revoking the active status of an offending chapter. Such violations will be reviewed by the State Steering Committee, which will make a final determination of the disciplinary actions to be imposed.

Administrators of the Idaho Master Naturalist Program, the State Program Coordinator, and local Coordinating Committee members, Chapter advisors, and other members of state sponsoring agencies who are in a direct supporting role, but who have not certified, may show or wear the Idaho Master Naturalist text and logo in supporting, promoting and/or advertising the program. However, they may not promote themselves as a Master Naturalist, Idaho Master Naturalist or Certified Idaho Master Naturalist unless they have completed their education and all volunteer requirements.

A chapter may, and is encouraged to provide shirts, nametags, and other wearable items for their volunteers with the expectation that the chapter include at least the Idaho Master Naturalist logo (logo provided by the state coordinator).

Chapter specific logos can be created, but must always be displayed with the state logo.

Certification Requirements

To become a Certified Idaho Master Naturalist, a trainee must complete and/or achieve a minimum of the following:

- A *minimum* of 40 hours of combined field and classroom instruction (25% in the field).
- A *minimum* of 40 hours of approved volunteer service.

Volunteers have a maximum of 12 months from the first day of their education sessions to complete the above requirements and receive their first certification as a Master Naturalist. Chapters may increase the education or service hours required for certification, but they must indicate such changes in their syllabus and may not decrease the requirements below the state minimum standards.

Education Requirements

The *minimum* basic education requirements include 40 hours of combined classroom and field experiences, with 25% of that time spent in the field. Because of its geographical diversity, the natural resources of Idaho vary widely. Therefore, each local chapter will customize its education program to focus on its local ecosystems. Over the course of the 40 hour education, each volunteer should achieve the following objectives:

An Idaho Master Naturalist should know...

- All aspects of their role as an Idaho Master Naturalist, the mission and objectives of the program, and the guidelines for participation
- What a naturalist is and does and the significance of naturalists and natural history
- The ecoregions of Idaho, especially the details of the ecoregion they live in.
- Basic concepts of ecology
- Basic resource management principles
- Some native flora and fauna in the region
- The general process of science
- The roles of Idaho's state agencies in the management and conservation of natural resources

An Idaho Master Naturalist should be able to...

- Keep a nature journal
- Use a key to identify organisms
- Use a field guide
- Share knowledge with others (verbally and/or in writing)
- Make and record observations in nature

- Recognize when he or she does not know the answer to a question, but be able to seek out answers from people, books, or other reliable resources

With these objectives in mind, every Idaho Master Naturalist's education should include the following topics:

- Introduction to the Idaho Master Naturalist program
- Nature Journaling
- Ecological Concepts
- Ecosystem Management

Maintaining IMN Status

Each year of the IMNP is defined by the first day of education for each chapter. All education and service must be completed within 12 months of the first day of education the first year. Eight hours of continuing education and 40 hours of service must be completed the second year. For example, if a chapter begins education April 1, 2008 the participants have until April 1, 2009 to complete their basic education, continuing education, and 40 hours of service. They have until April 1, 2010 to complete 8 hours of continuing education and 40 hours of service to maintain certification. April 1st remains to be the date from which certification is based.

The purpose of Continuing Education is to provide Idaho Master Naturalists an opportunity to focus their volunteer efforts on one, or a few, specific topics that interest them. Continuing Education on an annual basis promotes continued learning and development, providing the experienced Master Naturalist with tools to work more effectively on new or advanced volunteer efforts. While the statewide Idaho Master Naturalist Program may occasionally provide statewide or regional continuing education opportunities, it is generally the responsibility of each chapter to insure the availability of sufficient Continuing Education opportunities to enable its members to attain their 8-hour minimum requirement. In addition, the local chapter should be a clearinghouse for notifying members of approved Continuing Education opportunities that exist outside its chapter boundaries.

Continuing Education courses may be made available by Statewide Program Sponsors, local chapter partners, local universities or nature centers, or directly by the local chapter. Master Naturalists must receive approval from their chapter prior to attending any Continuing Education course. Educational television shows are not a form of Continuing Education and therefore should not be approved as such. Continuing Education hours are counted one hour for each hour of education, exclusive of any travel time to and from the course.

The Chapter Leadership Group and/or the Chapter Coordinating Committee should use the following criteria when reviewing Continuing Education opportunities for possible approval:

Does the Continuing Education opportunity:

1. Promote continued learning and development of naturalist skills?
2. Provide Master Naturalists with knowledge and skills to work in volunteer efforts?
3. Provide Master Naturalists an opportunity to focus their interests in one or a few specific topics?
4. Build on the core curriculum initially provided by the local chapter?
5. Provide information on natural resources and resource management applicable to Idaho?
6. Direct trained volunteers toward specific programs in need of their services?
7. Take advantage of local partnerships?

Continuing Education opportunities must meet criteria 1-5. It is suggested that the remaining criteria also be a part of the opportunity. An continuing education approval form can be found in Appendix II.

Course Assessment

All IMNP participants will be asked to complete a pre and post education survey (provided by the State Coordinator). Participants are not required to complete the survey, however, volunteer participation will be encouraged. The main purpose of the survey is to gather information that will be used to improve the program in the future. Additional assessments can be developed by the Chapter Coordinating Committee. The survey may be administered online or by paper.

Chapter Coordinating Committees can create additional assessments either as an addendum to the pre and post education survey, or separately. Content questions can be added and customized to the pre and post education survey.

Absenteeism

Anticipating the need to set standards for maintaining class attendance, the State Advisory Committee has set the following policy: Each chapter may set a local standard for the maximum number of classes that may be missed during a given education cycle without forfeiting the right to earn certification. Chapters are encouraged to set this standard at no more than five hours missed. However, regardless of the number of missed classes that a chapter allows, a trainee must make up any missed class(es) by attending the appropriate class(es) within 12 months of the completion of the education. "Appropriate" means the chapter can allow a continuing education class to count as make-up or the chapter may require that it be the same subject class presented during the next education cycle. If a continuing education class is used as make-up, then for that individual, it does not also count as continuing education. In this case the class must account for only one type of education - initial education OR continuing education. A participant may also attend the same subject class of a neighboring chapter within the same physiographic region, given adequate prior notification and

space availability of the neighboring chapter. If a participant must miss more classes than the local standard allows then the respective chapter may consider an exception to their rule in special circumstances, such as medical problems, family illness, accidents, etc. However this should be the exception not the rule. Until these classes are made up, a volunteer cannot become a Certified Idaho Master Naturalist, but may continue to earn volunteer service hours or continuing education hours towards certification. Upon completion of all the requirements within the 12 months following the end of education, an Idaho Master Naturalist volunteer is awarded a state certificate and is recognized by the State Program as a Certified Idaho Master Naturalist.

Volunteer Service

Volunteer service hours are those direct contact hours spent on conservation projects approved by the local chapter. When a program participant begins volunteer service, he or she must sign volunteer forms for the agency or organization for which they are volunteering. Each agency and organization has different volunteer forms, policies, and tracking systems. It is the responsibility of the Idaho Master Naturalist to fill out all appropriate volunteer forms for each agency for which they work. (See Program Compliance Standards below).

Time spent on Idaho Master Naturalist Program administration, such as serving on the Chapter Coordinating Committee, or helping the state coordinator with administrative tasks can be counted as volunteer service for IDFG and a volunteer sign up form is required. All 40 hours of the required service for certification may be used during the first year for Coordinating Committee members only.

Volunteer service may involve a series of short, unrelated volunteer experiences, a long-term commitment to a single project or resource or anything in between. A Master Naturalist may earn their hours working independently or as part of a team, perhaps on a class project. Master Naturalist volunteer hours can come in the form of outreach, such as educational or interpretive services, assistance to statewide sponsor or local partner programs and/or research, or simply manual labor that benefits the local natural resources. For a Master Naturalist volunteer, the opportunity to do meaningful and interesting work is the reward. Idaho Master Naturalist will vary in their abilities. Some will want volunteer opportunities to be presented to them, while others will see a need and want to design their own project.

Chapter Coordinating Committees need to make it clear to the participants from the beginning of the education what kinds of volunteer opportunities will be approved and how wide or narrow the volunteer opportunities are. For example, one chapter might focus their participants to volunteer at one location for one agency, while another chapter might allow their participants to Idaho Master Naturalist participants to seek out volunteer opportunities themselves. Volunteer service must be dedicated to the beneficial management of the natural resources and natural areas within their communities and that the service must be for public benefit, not personal gain.

Volunteer Contribution Areas

Idaho Master Naturalist Volunteers should record contributions in the following areas:

- **Educational Programming (EP)** This area indicates activities or programs in which the IMN educates the public. This includes interpretive programs at parks; presentations at fairs, booths, etc.; and educational presentations to identified audiences, such as garden clubs, school groups, homeowner associations, etc. This also includes education of other non IMN volunteers or identified groups of volunteers to assist IMNs in delivering a program.

Educational efforts include the time spent planning, implementing, and evaluating the program.

- **Citizen Science Activities (CS)** This area indicates service involving data collection, monitoring, biological inventories, and other research-oriented activities. Examples include bird censuses, Wildlife Mapping, habitat assessment, herpetology surveys. The activities may be a part of statewide projects or projects specific to a local partner.
- **Stewardship Activities (SA)** This area indicates hands-on activities intended to improve habitat and other natural resources, or, in some cases, to improve the ability of the public to access these resources. These activities may include exotic plant removal, habitat restoration, and trail building. As with other service projects, these activities must be for public benefit, not personal gain, and be approved by the chapter.
- **Chapter Formation (CF)** Any work toward the formation of a chapter. This includes any activities in planning education, gathering participants, forming partnerships, attending planning meetings.
- **Administrative Work (AW)** Any administrative work for the IMNP or a sponsoring agency, which may include: filing papers, data entry, copying, filing. This does not include chapter start up administrative tasks.
- **Chapter and Volunteer Management Time (ADMN)** This time includes efforts spent on chapter organization, volunteer development, education and other management roles. This may include: leading general membership meetings; planning and supervising IMN education classes; working on a chapter newsletter; communication efforts, such as telephone trees; emails, attending state meetings; and any other activities that maintain and support the effectiveness of the chapter and the statewide program. Local chapters, at their discretion, may limit the number of such volunteer hours credited to the individual's annual volunteer requirement and should indicate these limitations in their by-laws.

Fingerprinting Requirements

Participants of the IMNP are not required to be fingerprinted for participation. While volunteering, participants will need to be fingerprinted only if the agency or organization for which they are volunteering, require them to do so.

Chapters may add a fingerprinting requirement.

Reporting IMN Activities

All time (education and volunteer time) should be recorded on the electronic timesheet on the IMNP website <http://www.idahomasternaturalist.org>. In addition, volunteer hours need to be recorded with the agency or organization for which the service was performed. This may require the participant to fill out volunteer time information in two places.

To record volunteer information on the IMNP electronic timesheet, sign in with your username and password. Then click on your chapter on the left. Next, click your most current timesheet posted.

From there, fill out your time and code it according to the categories on the previous page. It is the responsibility of the Idaho Master Naturalist to record all volunteer time and education time on this system.

If a participant is unable to access the online timesheet, a paper timesheet can be submitted (See Appendix III). Participants should enter time at least once a month to help keep their time sheet as current as possible.

Reporting IMNP activity is important. It is essential that all participants understand how to properly enter their time. There are three main categories for participants to enter that may cause some confusion. Please read the following descriptions carefully, so you fully understand how to enter your time.

Definitions for reporting IMN Activities:

Volunteer Hours:

- a. Any time a volunteer is actively working on a volunteer project, including reasonable lunch break times.
- b. Any time a volunteer is driving an agency/organization vehicle for volunteer work
- c. Any time a volunteer is driving their personal vehicle IF that driving is required to perform the volunteer task.
- d. Any time a volunteer is driving to a volunteer activity when an employee (of the agency for which volunteer work is being performed) would be getting paid for the travel time.

Volunteer time does not include normal travel time to a volunteer opportunity where an employee of that organization would not be paid for the same travel time.

Education Hours:

- a. Any time a volunteer is in an educational class or field trip.
- b. Travel to a training site from the normal meeting site.

Travel Mileage:

- a. Any mileage a volunteer puts on their own vehicle to perform a volunteer task.
- b. Any mileage a volunteer puts on their own vehicle to get to a volunteer task if that task is further than the volunteer's typical place of volunteering or education classes.

IMNs and Relocation

When a member moves to a different part of the state or wishes to become active in an alternate chapter, a transfer can be affected under the following conditions:

- The transferee brings a letter from the old chapter certifying that the transferee is a member in good standing, which includes paid dues (if applicable). In addition, the letter should provide information on the transferee's status including completed coursework, certification, the number of volunteer service hours and continuing education hours that have been accrued during the current year.)

- It will be up to the new chapter's Chapter Leadership Group to determine if the transferee needs to complete additional education that is specific to the new area, chapter and/or physiographic region during the new chapter's next class education period.
- The transferee must agree to adhere to all the rules and policies of the new chapter--even if they are more stringent than those of the old chapter.
- The new chapter should accept all volunteer service and continuing education hours certified in the transfer letter from the old chapter.

Membership in Multiple Chapters

Master Naturalist volunteers may carry membership in multiple chapters. Master Naturalist volunteers wishing to do this must complete all the requirements from both chapters

Recognizing IMN Volunteers

Upon completion of the certification, individuals receive the official Idaho Master Naturalist title, certificate and pin. These recognitions are renewed annually after recertification requirements have been met.

The Master Naturalist program also recognizes milestone achievements of volunteers. These milestones are cumulative and honor those volunteers who have given 250, 500, 1000, and 5000 hours of service. A volunteer may reach these milestones within one year or over the course of several years.

A Chapter may also establish local awards as seen fit. An example of such an award might include "the most hours served" or "Chapter Master Naturalist of the Year."

Contributions

IMNs may not charge fees for talks, slide presentations, demonstrations, etc. They may accept donations for these activities *on behalf of the chapter*. These gifts should be given to the chapter for the furtherance of the IMN mission.

Age Limits

The IMNP is geared toward adult participants though many of those adults may work with youth as part of their volunteer service. However, there are likely to be some highly motivated youth and parent-child teams who would fit into this program perfectly. Youth who are 14-17 years old may participate, provided that they (1) apply and enroll in the program using the application and enrollment procedures established by the chapter, and (2) be accompanied at educations, field trips, and volunteer service events by a parent or other adult who is directly responsible for them.

A likely part of future program growth will be a youth-focused version of the program which would not carry the same restrictions. Opportunities to pilot such a version, such as by having a chapter based in a high school, will be considered by the Steering Committee on a case-by-case basis.

Discipline and Removal of IMNs

Policy and Procedures for the Disciplining and/or Removal of Members:

1. General Policy. As a policy, in all efforts, the Idaho Master Naturalist Program remains fair, objective, accurate and comprehensive. When it becomes obvious that an individual or group of individuals participating in any capacity of the program is misrepresenting the program and its written objectives, then that individual or group of individuals may be asked to step down from positions of leadership and/or participation in the program. Such a case could result in the revoking of Idaho Master Naturalist participation, Certification and/or Chapter Status.

2. Background. It is important to review the founding principles of the Idaho Master Naturalist Program before addressing inappropriate behavior. The mission statement and the Idaho Master Naturalist Chapter Management Guidelines contain the primary tenets of the program.

Mission. The mission of the Idaho Master Naturalist Program is to develop a corps of well-informed volunteers to actively work toward stewardship of Idaho's natural environment.

Key Elements of the Chapter Management Guidelines

- Maintain the program as an unbiased public service.
- Recognize one's responsibilities as an Idaho Master Naturalist.
- Recognize the autonomy of the various partners when coordinating or implementing projects and other chapter events.
- Keep accurate records.
- Present a positive public image that speaks well of the Idaho Master Naturalist Program.
- Actively participate as a team member with other individuals of the Idaho Master Naturalist Program.

Local Chapters should be instrumental in making members aware of these key elements of the State Program as well as their own policies and procedures. Chapters shall be vigilant and responsible for ensuring members and affiliates are following policy.

4. Applicability. All Volunteers, Coordinating Committee Members, Chapter Leadership Groups, Chapter Committee Chairpersons, Advisors and State Steering Committee Members are subject to the same level of conduct.

5. Procedures for disciplining and/or dismissal. The subsequent procedures are to be followed on the occasion of disciplining and/or dismissing an applicable member of the Idaho Master Naturalist Program.

a. Informal Initial Step. When any member of the Idaho Master Naturalist Program and/or the public thinks an infraction of the tenets, policies, written rules or guidelines of the State or Chapter has occurred, that person should confront the offending party and state what violation they think has occurred and why. This simple act will resolve or preclude most problems an organization will

encounter. Not all members are fully aware of the regulations of the program and may be just acting out of ignorance and not malice. It is important for individuals and officers/boards/ committees to know that their actions are being noted with regard to the tenets of the program. If the informal approach is unsuccessful in resolving the problem, the following formal procedure should be followed:

b. Formal Process. In order to demonstrate grounds for this action, the case must be presented in writing. If the case involves a volunteer, committee member, or committee, then the written case must be submitted to the Chapter Leadership Group. If the infraction involves a Chapter Officer, member of the Chapter Leadership Group, or a member of the Chapter Planning Committee, the written case must be submitted to the Chapter Advisor(s). If the case involves a Chapter Advisor, or a member of the State Steering Committee, the written case must be submitted to the State Program Coordinator.

A case may be brought to the attention of the local Chapter by:

- general public, non-affiliates of the Idaho Master Naturalist program
- partnering organizations of the Chapter or State Program
- member(s) of the chapter
- member(s) of the Chapter Leadership Group
- Chapter Advisor(s)
- member(s) of the State Advisory Committee

c. The offending individual(s) shall be notified in writing of the allegations within 7 days after the written case has been submitted. The individual(s) shall have 30 days to respond in writing to the case details before suggestions toward disciplinary action are made.

d. The Chapter Advisor(s) and/or the Chapter Leadership Group shall review the documented case and make recommendations toward disciplinary action and submit this information in writing to the State Program Coordinator. The submitted documentation must include a statement(s) from the offending person(s) and the original written case submitted to the committee(s). The State Program Coordinator may contact all involved parties regarding the case prior to taking the case to the State Steering Committee. The Program Coordinator will notify (in writing) the petitioners with the acceptance or non-acceptance of the outlined grounds and recommendations on the further process of disciplinary action.

e. The person(s) affected by the documented allegations and disciplinary action shall also be notified by the Program Coordinator of the case and the final disciplinary action.

f. Appeal Process. The individual(s) have 30 days to respond or appeal to the Chapter Leadership Group, Chapter Advisor, or State Program Coordinator. No response indicates an acceptance of the case recommendation and disciplinary action unless otherwise stated within the disciplinary course of action. In the case of an appeal, the Chapter Leadership Group or Chapter Advisor shall make a recommendation and resubmit the case to the State Program Coordinator for final resolution. Circumstances that may warrant reconsideration requests may include substantive error or omission of information that was submitted to the Program Coordinator.

Risk Management for IMN Activities

Idaho Master Naturalist volunteers must abide by all policies and procedures of the Idaho Master Naturalist Program and its sponsoring agencies.

All service projects must be approved by the chapter. Before participating in a service project, volunteers should receive an orientation to the project. A volunteer should understand the project's purpose, the project's protocols, hazards and risks associated with the project, and safety procedures. The project proposal form should contain all of this information and essentially serve as a job description for that project. Volunteers must be aware of their responsibilities as they relate to liability when planning programs. See "Planning for the Best and the Worst" in Appendix IX.

Program Compliance Standards

While working on chapter start-up activities within, participants will be accumulating hours toward their Idaho Master Naturalist Certification and will be volunteers for IDFG, regardless if IDFG is a chapter sponsor. This work can exceed the 40 hours of required time for certification.

While in education session, all participants are considered "participants," not volunteers for IDFG or any other sponsoring agency or organization. Education time and volunteer time must be mutually exclusive. If any volunteer service is incorporated into education, the hours must be separated and all participants must sign on as a volunteer of the agency being served.

Volunteers working on a project (other than chapter start-up) for an agency other than IDFG, may need to sign additional volunteer forms for that agency. It is the responsibility of the Idaho Master Naturalist Participant to seek out volunteer forms for each agency/organization they work with. Signing volunteer forms for volunteer service often allows for certain benefits and protections in case of injury or accident and benefits the volunteer.

The policy statements that follow apply to the conduct of all volunteers of the Idaho Master Naturalist Program while accumulating volunteer hours for IDFG (see rules above) and is taken directly from the IDFG Volunteer Policy Manual. Compliance with these policies is in the interest of the health of the volunteer and the integrity of the IMNP as a volunteer program under IDFG. Violation of these policies could result in the dismissal of the offender from any and all IDMN volunteer activities.

Driving State Vehicles – Volunteers possessing a valid driver's license may drive state vehicles while performing volunteer services. Driving records will be checked as a regular part of the volunteers' service.

Drug-Free Workplace – The IDFG, in compliance with the Omnibus Drug Act of 1988, has established this policy to assure a drug-free workplace and the continuance of federal funding to various Idaho fish and wildlife programs. No employee (volunteer) shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance while engaged in any official activity of IDFG, or when inhabiting any property or facilities owned, leased, or otherwise controlled by IDFG.

Comment [s1]: The text from here to the end of the document is from the Volunteer Policy Manual Pete Gardner wrote for his CPM project (region1).

Equal Opportunity – Any instructor, student, or other person (volunteer) who believes they have been discriminated against in any program, activity, or facility, or who wishes further information regarding Title 6, should contact the following office: • Director, Idaho Department of Fish and Game, 600 S. Walnut, P.O. Box 25, Boise, ID 83707. • Idaho Human Rights Commission, 450 W. State Street, Boise, ID 83720 • The Office for Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20240

Ethical Conduct – Volunteers are expected to set an example of safe, responsible and ethical behavior, as well as to exhibit good judgment at all times. • Alcoholic beverages must never be consumed before or during a volunteer work project. • Smoking or the use of chewing tobacco is prohibited during any work project.

• The use of foul language, profanity or any racial, ethnic, or religious slur is prohibited as is any demeaning reference to a disability, gender or sexual orientation. Employees (volunteers) shall never solicit in their official capacity any gratuity or other benefit from any person under any circumstances. Employees (volunteers) shall not accept gratuities or other benefits exceeding a total retail value of (\$50) within a calendar year. All employees (volunteers) exercising any discretionary function shall make a conscious effort to be open to contact by all segments of Idaho society that have an interest in the exercise of that discretionary function. Employees (volunteers) shall not profit, directly or indirectly, from public funds under their control, nor have a private interest in any contract or grant made by them in their official capacity.

Federal Guidelines – Program guidelines must adhere to Federal guidelines set forth by the United States Fish and Wildlife Service, Division of Federal Aid. Generally, Federal statutes deal with titles and codes, which ensure opportunity for service is available and accessible to all people and prevent discrimination in the administration and performance of duties.

• **Title VI of the Civil Rights Act of 1964** – Prohibits discrimination based on race, color, sex, age, national origin, or disability in any program or activity receiving Federal financial assistance.

• **Section 504 of the Rehabilitation Act of 1973** – Ensures that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

• **The Age Discrimination Act of 1975** – Prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance. There is no maximum or minimum age volunteers must be to participate.

• **Title III of the Education Amendments of 1975** – Prohibits discrimination on the basis of sex (gender) in any education program receiving Federal financial assistance.

• **Americans with Disabilities Act (ADA) of 1991** – Strengthened Rehabilitation Act of 1973 by ensuring that access and sites be modified to accommodate handicapped facilities, programs and access.

Felons and Referrals from the Judicial System – Felons and persons convicted of certain domestic violence offences are prohibited from possessing firearms. This means that IDFG

volunteers may not put firearms into the hands of such individuals even when they have been ordered to attend a volunteer program or course.

Internet Use and Electronic Mail – The Internet and electronic mail are important tools utilized to achieve the goals of IDFG, especially in terms of productivity, research, and communications. As a state agency that values the trust and confidence of the public, we have high standards for the use of state equipment. The policy (POLICY NO. P-37.00) and guidelines outlined are designed to enhance the efficient and effective use of the Internet and email, and are applicable to all employees (volunteers) utilizing state-owned or managed computer equipment and/or state-funded network resources. It may also apply to personal equipment and communication when representing oneself as an IDFG employee (volunteer). Users should identify themselves properly when using the Internet, conduct themselves professionally as representatives of Idaho state government, and be aware that their activities reflect on the reputation and integrity of all state employees. Employees (volunteers) should have absolutely no expectation of privacy in using state-owned or managed computer equipment and/or state-funded resources. All employees (volunteers) who have access to IDFG computers will sign the policy acknowledgment certifying they have read, understand, and will comply with this policy.

Liability/Tort Claim Insurance – Volunteers are included within the definition of “employee” under the Idaho Tort Claims Act. Therefore, they are entitled to the same protection as an employee of the state. In addition, volunteers are covered under the state’s comprehensive general and automobile liability insurance policy for actions arising out of the performance of his/ her duties. However, when a volunteer is using his/her personal vehicle on state business, only the “employee” is covered in the event of a claim. The volunteer’s vehicle would be covered only under his/her personal insurance policies.

Reimbursement of Expenses – It is the policy of IDFG to not reimburse a volunteer for expenses incurred as a part of his/her service. It is the practice of IDFG to provide necessary materials, supplies, equipment, and facilities to allow volunteers to carry out assignments with little personal expense. Any agreement for reimbursement of expenses must be made with the regional volunteer coordinator prior to the expense being incurred. Costs of food, lodging or travel for volunteers may be covered to the same degree as classified employees of IDFG. The volunteer will file a DA-10 for reimbursement through normal channels and standard approval.

Risk Management – Volunteers, as well as employees, have the right to a safe workplace and safe working conditions. We work toward that goal by taking preventative steps and by demonstrating and practicing safe working habits. Alcohol use is not permitted on any volunteer project, including travel to and from the project site in state vehicles.

Personal Injury – All volunteers of IDFG are covered by Workman’s Compensation. Report injuries or claims as follows: • Report injuries, however slight, to the regional coordinator immediately. • Complete the Workers Compensation – First Report of Injury or Illness form (VF A-11). The electronic version of this form is found on the web at fishandgame.idfg.idaho.gov/cms/about/volunteer. Submit the completed form within five days of the occurrence. Coverage for volunteers includes medical, hospital and doctors’ fees only. There is no compensation for lost time from regular employment.

Volunteers Working With Youth

Youth Protection and Prevention of Sexual Harassment – In order to protect young students from those who would victimize them and protect volunteers from unwarranted allegations of abuse, all volunteers will adhere to the following policy:

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*****Background Checks of Volunteers – Volunteers instructing and/or guiding youth in a classroom or field experience will first successfully complete a background check. This check will be made through IDFG and there will likely be an expense to the volunteer for fingerprinting.

Suspected abuse - If a volunteer suspects that any student has been subject to physical, mental or sexual abuse (regardless of where it may have occurred), they must report it immediately to their local law enforcement office and to the Regional Volunteer Coordinator.

Two-deep supervision - Two adults (volunteers and/or parents) must be present at all volunteer activities.

No one-on-one contact - One-on-one contact between a volunteer and a student is not permitted. In situations that require personal conferences, such as reviews and evaluations, the meeting is to be conducted in the full view of other people.

Respect of Privacy - Volunteers must respect the privacy of all participants in situations such as restroom breaks and may intrude only to the extent that health and safety requires. Volunteers need to protect their own privacy in similar situations.

Proper Preparation for Risk – Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.

Constructive Discipline – Discipline used during an activity shall be constructive and reflect values of the program and IDFG (i.e. respect, courtesy, etc.). Only in the case of self-defense or to prohibit the physical harm of others shall an instructor use physical force.

Sexual Harassment and Bullying – No sexual harassment or bullying, even between students, is to be tolerated. Volunteers who observe or are made aware of any inappropriate behavior involving other volunteers or students are to intervene and talk to the offending person. They are to report the incident to IDFG at the earliest time possible.

Appendix I: Chapter Advisor Guidelines

The Advisor's role is as follows:

1. Attend initial Local Chapter Coordinators' education along with other designated members of Local Coordinating Committee.
2. Give advice, make recommendations, inform and notify the chapter on appropriate business in a professional way.
3. The advisor should not be the manager of the chapter business or activities. However, as an ex-officio member of the chapter's Leadership Team, the advisor is expected to attend all scheduled meetings and provide counsel and advice when needed. He or she is to be a chapter supporter and available to advise, recommend, inform and notify the chapter and/or its members on and of appropriate and professional matters.
4. Be familiar with the goals, activities and mission of the organization and local Chapter.
5. Be willing to meet with the officers of the organization to discuss expectations of their roles and responsibilities.
6. Assist the organization in maintaining the original goals, mission, vision, and operational framework set forth by the organizers of the chapter as well as assist in further developing realistic goals with the chapter's Leadership Team that are within the parameters of the statewide Idaho Master Naturalist program.
7. Facilitate opportunities for Master Naturalist volunteers to exercise initiative and judgment within proper measure of autonomy when coordinating chapter events and activities. In keeping with this approach, advisors should participate in event planning and attend events when possible or when identified as necessary through the planning process.
8. Be aware of the chapter's financial status via review of financial statements and approval of expenditures.
9. Be aware of the Idaho Master Naturalist State policies and guidelines and other agency or organization guidelines that establish expectations for volunteer requirements, behavior and activities. Ensure that the group and its officers know where these policies and guidelines are published, what rules are, why they exist, and the consequences for choosing to operate outside their parameters. You are expected to report violations or potential violations to the State Program Coordinator.
10. The advisor should be ready to assist the Master Naturalist State Program and State Steering Committee as needed as they may be called upon to implement regulations or policies from time to time.

11. The advisor is responsible for notifying the chapter officers and the State Steering Committee regarding chapter concerns. The chapter officers are responsible for notifying the State Program Coordinator regarding advisor problems or concerns.

The Chapter-Advisor(s) relationship is not a one-way street, in that the Chapter and its leaders also have responsibilities. These responsibilities include an appropriate level of communication, providing opportunities for advisor interaction and a commitment to the success of the organization as a whole.

Appendix II (print double sided)



Idaho Master Naturalist

Approval for Continuing Education

Name

Submission date

Education opportunity information:

Education Title

Date of Education
min

Actual education time: hrs

Instructor

Org/Agency

Education Location

Education must be PRE-APPROVED by the chapter advisor or chapter president.

Approval:

☐ chapter advisor ☐ chapter president

Type of education: (check all that apply)

☐ Lecture ☐ Presentation/Demonstration
☐ Outdoor ☐ Hands on ☐ Other

Education Description: _____

Value of Education (to be filled out after education)

Skills Learned	
Knowledge Gained	

Student's Evaluation of Education (to be filled out after education)

Strengths	
Recommended changes	

Do not write below this line
This section to be filled out by program administrators

Pre-Approved by		approval date
# hours recorded	recorded by	date recorded

Appendix III
Print double sided

Idaho Master Naturalist Program Education and Volunteer Time Sheet

Month_____Year_____
Submit each month-to Chapter Advisor

[illegible][illegible]

CS-Citizen Science

SA-Stewardship Activity

AW- Administrative Work

CF-Chapter formation or function

Day	# hours (in 15 min intervals)	Activity (EP, CS, SA, CF, AW)	Mileage driven in personal vehicle in order to complete volunteer work	Main contact organization	Description of Activity

EP-Education Programming
AE-Continuing Education

CS-Citizen Science

SA-Stewardship Activity

ADMN-Chapter formation or function

ED-Education

Participant signature _____ Date: _____

Participant name (print): _____

Chapter Advisor, President signature _____ Date: _____

